



Submitting Adjustments (Agency Owners and Data Managers have this Capability)

1. Log into Dashboard using state e-mail address and password. Click Login.

A screenshot of the SBSD login page. At the top is the SBSD logo. Below it are two input fields: one for the email address "Genevieve.Oei@sbsd.virginia.gov" and one for a password represented by asterisks. A link "Don't remember your password?" is located below the password field. At the bottom is a large blue button with the text "LOG IN >". A red arrow points from the right side of the image towards this button.

2. Click Data Management tab at top of screen.

A screenshot of the SBSD Data Management dashboard. The top navigation bar includes "Dashboard", "Data Management" (which is highlighted with a red arrow), and "SWaM Plan". Below the navigation bar is a "Transactions" table. The table has columns for Agency Name, Vendor Name, Source Name, Vendor Tax ID, Amount, Transaction Date, Vendor Type, and Actions. The data rows show transactions for Norfolk State University with various vendors like CREST FOODSERVICE EQUIPMENT CO., INC. and THOMPSON HOSPITALITY SERVICES, LLC. A red arrow points from the "Data Management" tab in the navigation bar to the table.

3. Change date to specific date range that you are making adjustment for, Month, Quarter, Custom Range...etc. Click in date area





























Agency: Commonwealth of Virginia

Dashboard | Data Management | SWaM Plan

Transactions

I want to submit: Download: Search: 07/01/2019 - 10/01/2019

Rectangular Grid

Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type	Actions
Norfolk State University	CREST FOODSERVICE EQUIPMENT CO., INC.	Subcontractor		\$826.18	Sep 11, 2019	SB	  
Norfolk State University	THOMPSON HOSPITALITY SERVICES, LLC	Subcontractor		-\$826.18	Sep 11, 2019	MB	
Norfolk State University	PIEDMONT FRESH, LLC	Subcontractor		\$28,905.22	Sep 11, 2019	WB	  
Norfolk State University	THOMPSON HOSPITALITY SERVICES, LLC	Subcontractor		-\$28,905.22	Sep 11, 2019	MB	
Norfolk State University	WORKPLACE SOLUTIONS, INC.	Subcontractor		\$475.00	Sep 11, 2019	WB	  
Norfolk State University	S.B. BALLARD	Subcontractor		-\$475.00	Sep 11, 2019		
Norfolk State University	WESTWOOD CONTRACTORS, INC.	Subcontractor		\$5,721.06	Sep 11, 2019	WB	  
Norfolk State University	S.B. BALLARD	Subcontractor		-\$5,721.06	Sep 11, 2019		
Norfolk State University	TOTAL HARDWARE INC.	Subcontractor		\$10,680.00	Sep 11, 2019	WB	  
Norfolk State University	S.B. BALLARD	Subcontractor		-\$10,680.00	Sep 11, 2019		
Norfolk State University	TST TACTICAL DEFENSE SOLUTIONS, INC	Subcontractor		\$846.98	Sep 11, 2019	MB, DBE	  
Norfolk State University	S.B. BALLARD	Subcontractor		-\$846.98	Sep 11, 2019		
Norfolk State University	RAM TOOL & SUPPLY CO, INC.	Subcontractor		\$575.63	Sep 11, 2019	WB	  
Norfolk State University	S.B. BALLARD	Subcontractor		-\$575.63	Sep 11, 2019		

Transaction-20190....csv | P Miller Attendanc....pdf | Show all

- Click on Monthly, Quarterly, Yearly, Custom Range, and then click on the time period (i.e. July, Q1, FY 20, or calendar dates if entering a custom date range) that you want to make adjustments for. Then click the apply button.

< 2019

Monthly

Quarterly

Yearly

Custom range

JAN FEB MAR APR

MAY JUN JUL AUG

SEP OCT NOV DEC

APPLY

- You should only see transactions for your agency.

Agency: Commonwealth of Virginia

Dashboard | Data Management | Small Plan

Transactions

I want to submit | Download | Search

Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type	Actions
Virginia Worker's Compensation Commission	COLLIERS INTERNATIONAL VIRGINIA LLC	Cardinal		\$180.61	Jul 02, 2019		TX [Icons]
Virginia Worker's Compensation Commission	EAGLE FIRE INC	Subcontractor		\$40.48	Jul 02, 2019	SB	[Icons]
Virginia Worker's Compensation Commission	COLLIERS INTERNATIONAL VIRGINIA LLC	Subcontractor		-\$40.48	Jul 02, 2019		[Icons]
Virginia Worker's Compensation Commission	COLLIERS INTERNATIONAL VIRGINIA LLC	Cardinal		\$1,379.52	Jul 02, 2019		TX [Icons]
Virginia Worker's Compensation Commission	EAGLE FIRE INC	Subcontractor		\$1,379.52	Jul 02, 2019	SB	[Icons]
Virginia Worker's Compensation Commission	COLLIERS INTERNATIONAL VIRGINIA LLC	Subcontractor		-\$1,379.52	Jul 02, 2019		[Icons]
Virginia Worker's Compensation Commission	COLLIERS INTERNATIONAL VIRGINIA LLC	Cardinal		\$1,056.90	Jul 02, 2019		TX [Icons]
Virginia Worker's Compensation Commission	WSM RESOURCES	Subcontractor		\$537.00	Jul 02, 2019	SB	[Icons]
Virginia Worker's Compensation Commission	COLLIERS INTERNATIONAL VIRGINIA LLC	Subcontractor		-\$537.00	Jul 02, 2019		[Icons]
Virginia Worker's Compensation Commission	COLLIERS INTERNATIONAL VIRGINIA LLC	Cardinal		\$9,550.37	Jul 02, 2019		TX [Icons]
Virginia Worker's Compensation Commission	TOLLEY ELECTRICAL CORP	Subcontractor		\$9,387.63	Jul 02, 2019	SB	[Icons]
Virginia Worker's Compensation Commission	COLLIERS INTERNATIONAL VIRGINIA LLC	Subcontractor		-\$9,387.63	Jul 02, 2019		[Icons]
Virginia Worker's Compensation Commission	COLLIERS INTERNATIONAL VIRGINIA LLC	Cardinal		\$14,154.84	Jul 02, 2019		TX [Icons]
Virginia Worker's Compensation Commission	OLD DOMINION MECHANICAL LLC	Subcontractor		\$13,787.75	Jul 02, 2019		[Icons]

Transaction-20190...csv | P Miller Attendance...pdf | Show all

You can make adjustments online or do a spreadsheet upload. If you choose to do adjustments online, you can either use the menu options or the icons next to the transactions. You can also do a bulk tax ID Update if you have multiple transactions with the same vendor. (i.e. CorTech). At This point, you will choose one of the four options below:

Using Icons

1. This can only be done for one transaction at a time. Search for Vendor by typing name in search box and clicking magnifying glass. Transactions will show for that vendor.

Agency: Commonwealth of Virginia

Dashboard | Data Management | Small Plan

Transactions

I want to submit | Download | Search

CorTech

Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type	Actions
Eastern State Hospital	CORTECH LLC	Adjustments		\$1,332.73	Jul 26, 2019	MB	TX [Icons]
Eastern State Hospital	CORTECH LLC	Adjustments		\$1,937.50	Jul 26, 2019	MB	TX [Icons]
Eastern State Hospital	CORTECH LLC	Adjustments		\$2,175.54	Jul 26, 2019	MB	TX [Icons]
Eastern State Hospital	CORTECH LLC	Adjustments		\$974.69	Jul 09, 2019	MB	TX [Icons]
Eastern State Hospital	CORTECH LLC	Adjustments		\$1,627.96	Jul 09, 2019	MB	TX [Icons]
Eastern State Hospital	CORTECH LLC	Adjustments		\$2,250.00	Jul 09, 2019	MB	TX [Icons]
Eastern State Hospital	CORTECH LLC	Adjustments		\$489.71	Jul 01, 2019	MB	TX [Icons]
Eastern State Hospital	CORTECH LLC	Adjustments		\$661.50	Jul 01, 2019	MB	TX [Icons]
Eastern State Hospital	CORTECH LLC	Adjustments		\$575.00	Jul 01, 2019	MB	TX [Icons]
Eastern State Hospital	CORTECH LLC	Adjustments		\$392.23	Jul 01, 2019	MB	TX [Icons]
Eastern State Hospital	CORTECH LLC	Adjustments		\$662.60	Jul 01, 2019	MB	TX [Icons]
Eastern State Hospital	CORTECH LLC	Adjustments		\$608.51	Jul 01, 2019	MB	TX [Icons]
Marine Resources Commission	CORTECH LLC	Adjustments		\$2,292.84	Jul 01, 2019	MB	TX [Icons]
Marine Resources Commission	CORTECH LLC	Adjustments		\$2,716.42	Jul 01, 2019	MB	TX [Icons]
Marine Resources Commission	CORTECH LLC	Adjustments		\$2,352.61	Jul 02, 2019	MB	TX [Icons]

2. Find transaction that you want to adjust and click the adjust button next to it.

Agency: Commonwealth of Virginia

Transactions

Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type	Actions
Department of Accounts	CORTECH LLC	pCard		\$2,700.00	Jul 04, 2019		[Edit] [Delete] [Duplicate]
Department of Accounts	CORTECH LLC	pCard		\$666.80	Jul 01, 2019		[Edit] [Delete] [Duplicate]
Department of Accounts	CORTECH LLC	pCard		\$666.80	Jul 01, 2019		[Edit] [Delete] [Duplicate]
Department of Accounts	CORTECH LLC	pCard		\$2,861.28	Jul 01, 2019		[Edit] [Delete] [Duplicate]
Department of Accounts	CORTECH LLC	pCard		\$522.40	Jul 01, 2019		[Edit] [Delete] [Duplicate]
Department of Accounts	CORTECH LLC	pCard		\$1,499.76	Jul 01, 2019		[Edit] [Delete] [Duplicate]
Department of Accounts	CORTECH LLC	pCard		\$719.69	Jul 01, 2019		[Edit] [Delete] [Duplicate]
Department of Accounts	CORTECH LLC	pCard		\$489.44	Jul 01, 2019		[Edit] [Delete] [Duplicate]
Department of Accounts	CORTECH LLC	pCard		\$2,912.50	Jul 09, 2019		[Edit] [Delete] [Duplicate]
Department of Accounts	CORTECH LLC	pCard		\$666.80	Jul 09, 2019		[Edit] [Delete] [Duplicate]
Department of Accounts	CORTECH LLC	pCard		\$1,693.22	Jul 09, 2019		[Edit] [Delete] [Duplicate]
Department of Accounts	CORTECH LLC	pCard		\$2,813.30	Jul 09, 2019		[Edit] [Delete] [Duplicate]
Department of Accounts	CORTECH LLC	pCard		\$1,751.97	Jul 09, 2019		[Edit] [Delete] [Duplicate]
Department of Accounts	CORTECH LLC	pCard		\$666.80	Jul 09, 2019		[Edit] [Delete] [Duplicate]
Department of the Treasury	CORTECH LLC	pCard		\$545.18	Jul 01, 2019		[Edit] [Delete] [Duplicate]

- Enter the Tax ID in the Vendor Tax ID box. Choose the vendor name from the vendor drop-down box and enter reason for adjustment in the notes box. Then Click the Adjust button.

Adjust Transaction

Contract ID

Vendor Tax ID*

Vendor Name*

CORTECH LLC

Agency Name*

Department of Accounts

Source Name*

pCard

Amount*

\$ 2700.00

Transaction Date*

06/30/2019

Notes*

added missing tax ID

*Note: Change of amount or vendor tax id along with vendor name is mandatory to adjust the transaction

Cancel

Adjust

- Adjustments will show immediately and you will see SWaM credit received.

Agency: Commonwealth of Virginia

Dashboard Data Management SWaM Plan

Transactions

I want to submit Download Search 07/01/2019 10/07/2019

Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type	Actions
Department of Motor Vehicles	ANDERSON & ANDERSON LANDSCAPING	Adjustments		\$200.00	Sep 17, 2019		
Eastern State Hospital	ZIEGLER PLUMBING & SEWER, INC.	Adjustments		\$400.00	Sep 17, 2019	O	
Eastern State Hospital	WILLIAMSBURG STORAGE	Adjustments		\$148.00	Sep 05, 2019		
Eastern State Hospital	WILLIAMSBURG STORAGE	Adjustments		\$148.00	Aug 05, 2019		
Eastern State Hospital	WILLIAMSBURG STORAGE	Adjustments		\$148.00	Jul 01, 2019		
Eastern State Hospital	WILLIAMSBURG STORAGE	Adjustments		\$137.00	Jul 01, 2019		
Eastern State Hospital	VIRGINIA VACUUM CENTER, INC.	Adjustments		\$3,109.47	Sep 12, 2019	O	
Eastern State Hospital	VIRGINIA VACUUM CENTER, INC.	Adjustments		\$2,700.57	Aug 22, 2019	O	
Eastern State Hospital	VIRGINIA VACUUM CENTER, INC.	Adjustments		\$282.00	Aug 07, 2019	O	
Eastern State Hospital	VIRGINIA VACUUM CENTER, INC.	Adjustments		\$496.42	Jul 01, 2019	O	
Eastern State Hospital	UPS 000000232221379	Adjustments		\$114.27	Sep 17, 2019		
Eastern State Hospital	UPS 000000232221369	Adjustments		\$35.84	Sep 17, 2019		
Eastern State Hospital	UPS 000000232221359	Adjustments		\$118.33	Sep 03, 2019		
Eastern State Hospital	UPS 000000232221349	Adjustments		\$48.19	Sep 03, 2019		
Eastern State Hospital	UPS 000000232221339	Adjustments		\$7.63	Aug 26, 2019		

5. Repeat steps 1-3 as necessary for additional vendors.

Using Menu Options

1. This can only be done for one transaction at a time. Search for Vendor by typing name in search box and clicking magnifying glass. Transactions will show for that vendor.

Agency: Commonwealth of Virginia

Dashboard Data Management SWaM Plan

Transactions

I want to submit Download Search 07/01/2019 10/07/2019

Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Transaction Type	Actions
Eastern State Hospital	CORTICH LLC	Adjustments		\$1,233.79	Jul 05, 2019	N/A	
Eastern State Hospital	CORTICH LLC	Adjustments		\$1,957.80	Jul 05, 2019	N/A	
Eastern State Hospital	CORTICH LLC	Adjustments		\$0,175.54	Jul 05, 2019	N/A	
Eastern State Hospital	CORTICH LLC	Adjustments		\$274.89	Jul 05, 2019	N/A	
Eastern State Hospital	CORTICH LLC	Adjustments		\$1,827.09	Jul 05, 2019	N/A	
Eastern State Hospital	CORTICH LLC	Adjustments		\$3,205.00	Jul 05, 2019	N/A	
Eastern State Hospital	CORTICH LLC	Adjustments		\$459.71	Jul 01, 2019	N/A	
Eastern State Hospital	CORTICH LLC	Adjustments		\$69,160	Jul 01, 2019	N/A	
Eastern State Hospital	CORTICH LLC	Adjustments		\$878.20	Jul 01, 2019	N/A	
Eastern State Hospital	CORTICH LLC	Adjustments		\$397.23	Jul 01, 2019	N/A	
Eastern State Hospital	CORTICH LLC	Adjustments		\$540.50	Jul 01, 2019	N/A	
Eastern State Hospital	CORTICH LLC	Adjustments		\$808.61	Jul 01, 2019	N/A	
Virginia Resources Commission	CORTICH LLC	Adjustments		\$3,393.83	Jul 01, 2019	N/A	
Virginia Resources Commission	CORTICH LLC	Adjustments		\$2,719.42	Jul 01, 2019	N/A	
Virginia Resources Commission	CORTICH LLC	Adjustments		\$0,882.81	Jul 01, 2019	N/A	

2. Find transaction that you want to adjust and click the box to the left of the transaction.

Agency: Commonwealth of Virginia

Dashboard Data Management SWaM Plan

Transactions

I want to submit Download Cortech

Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type	Actions
<input checked="" type="checkbox"/> Christopher Newport University	CORTECH LLC	Adjustments		-\$586.50	Jul 01, 2019		
<input type="checkbox"/> Christopher Newport University	CORTECH LLC	Adjustments		-\$725.20	Jul 01, 2019		
<input type="checkbox"/> Christopher Newport University	CORTECH LLC	Adjustments		-\$690.00	Jul 01, 2019		
<input type="checkbox"/> Christopher Newport University	CORTECH LLC	Adjustments		-\$690.00	Jul 01, 2019		
<input type="checkbox"/> Virginia State Police	CORTECH LLC	Adjustments		-\$2,593.20	Jul 11, 2019		
<input type="checkbox"/> Virginia State Police	CORTECH LLC	Adjustments		-\$1,760.40	Jul 01, 2019		
<input type="checkbox"/> Virginia State Police	CORTECH LLC	Adjustments		-\$1,760.40	Jul 01, 2019		
<input type="checkbox"/> Virginia State Police	CORTECH LLC	Adjustments		-\$1,400.00	Jul 01, 2019		
<input type="checkbox"/> Virginia State Police	CORTECH LLC	Adjustments		-\$1,295.00	Jul 01, 2019		
<input type="checkbox"/> Virginia State Police	CORTECH LLC	Adjustments		-\$1,132.50	Jul 01, 2019		
<input type="checkbox"/> Virginia State Police	CORTECH LLC	Adjustments		-\$978.00	Jul 01, 2019		
<input type="checkbox"/> Virginia State Police	CORTECH LLC	Adjustments		-\$831.20	Jul 01, 2019		
<input type="checkbox"/> Department of Planning and Budget	CORTECH LLC	Adjustments		\$875.70	Jul 08, 2019	MB	
<input type="checkbox"/> Department of Planning and Budget	CORTECH LLC	Adjustments		\$585.23	Jul 12, 2019	MB	
<input type="checkbox"/> Department of Accounts	CORTECH LLC	Adjustments		\$1,387.62	Jul 01, 2019	MB	

3. Click I want to submit / adjustments-online adjustments

Agency: Department of Aviation

Dashboard Data Management SWaM Plan

Transactions

I want to submit Download Cortech

Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type	Actions
<input checked="" type="checkbox"/> Department of Aviation	CORTECH LLC	pCard		\$782.40	Aug 30, 2019		
<input type="checkbox"/> Department of Aviation	CORTECH LLC	pCard		\$1,100.00	Aug 30, 2019		
<input type="checkbox"/> Department of Aviation	CORTECH LLC	pCard		\$150.00	Aug 28, 2019		
<input type="checkbox"/> Department of Aviation	CORTECH LLC	pCard		\$660.00	Aug 28, 2019		
<input type="checkbox"/> Department of Aviation	CORTECH LLC	pCard		\$782.40	Aug 28, 2019		
<input type="checkbox"/> Department of Aviation	CORTECH LLC	pCard		\$791.92	Aug 21, 2019		
<input type="checkbox"/> Department of Aviation	CORTECH LLC	pCard		\$753.08	Aug 21, 2019		
<input type="checkbox"/> Department of Aviation	CORTECH LLC	pCard		\$1,072.50	Aug 21, 2019		
<input type="checkbox"/> Department of Aviation	CORTECH LLC	pCard		\$1,045.00	Aug 15, 2019		
<input type="checkbox"/> Department of Aviation	CORTECH LLC	pCard		\$690.00	Aug 15, 2019		
<input type="checkbox"/> Department of Aviation	CORTECH LLC	pCard		\$700.00	Aug 06, 2019		
<input type="checkbox"/> Department of Aviation	CORTECH LLC	pCard		\$1,119.56	Aug 05, 2019		
<input type="checkbox"/> Department of Aviation	CORTECH LLC	pCard		\$782.40	Aug 05, 2019		

Go to page 1 of 1

Show 25 entries

4. Enter the Tax ID in the Vendor Tax ID box. Choose the vendor name from the vendor drop-down box and enter reason for adjustment in the notes box. Then Click the Adjust button.

Adjust Transaction

Contract ID

Vendor Tax ID*

Vendor Name*

CORTECH LLC

Agency Name*

Department of Accounts

Source Name*

pCard

Amount*

\$ 2700.00

Transaction Date*

06/30/2019

Notes*

added missing tax ID

*Note: Change of amount or vendor tax id along with vendor name is mandatory to adjust the transaction

Cancel

Adjust

5. Adjustments will show immediately and you will see SWaM credit received.

Agency Commonwealth of Virginia		Transaction		Data Management		Monitor Data	
Transactions		[mark to export]		Download	Save	Print	Monitor
	Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type
000	Department of Motor Vehicles	ANDERSON & ANDERSON LAW OFFICES	Adjustments		\$200.00	May 17, 2019	
000	Eastern State Hospital	20000000000000000000	Adjustments		\$400.00	May 17, 2019	02
000	Eastern State Hospital	VILLANUBURG STORAGE	Adjustments		\$148.00	May 08, 2019	
000	Eastern State Hospital	VILLANUBURG STORAGE	Adjustments		\$108.00	May 08, 2019	
000	Eastern State Hospital	VILLANUBURG STORAGE	Adjustments		\$140.00	Jul 07, 2019	
000	Eastern State Hospital	VILLANUBURG STORAGE	Adjustments		\$137.00	Jul 08, 2019	
000	Eastern State Hospital	VIRGINIA VACUUM CENTER, INC.	Adjustments		\$3,106.87	May 10, 2019	01
000	Eastern State Hospital	VIRGINIA VACUUM CENTER, INC.	Adjustments		\$2,790.87	May 08, 2019	00
000	Eastern State Hospital	VIRGINIA VACUUM CENTER, INC.	Adjustments		\$282.00	Aug 07, 2019	00
000	Eastern State Hospital	VIRGINIA VACUUM CENTER, INC.	Adjustments		\$409.40	Jul 01, 2019	02
000	Eastern State Hospital	UPS 00000000000000000000	Adjustments		\$174.27	May 17, 2019	
000	Eastern State Hospital	UPS 00000000000000000000	Adjustments		\$33.84	May 17, 2019	
000	Eastern State Hospital	UPS 00000000000000000000	Adjustments		\$116.92	May 08, 2019	
000	Eastern State Hospital	UPS 00000000000000000000	Adjustments		\$26.19	May 08, 2019	

6. Repeat Steps 1-5 as necessary for additional vendors.

Using Bulk Tax ID Update

1. This can be done for multiple transactions at a time, as long as they are all the same Vendor. Search for Vendor by typing name in search box and clicking magnifying glass. Transactions will show for that vendor.

Agency: Commonwealth of Virginia

Dashboard Data Management SWAA Plan

Transactions: Want to submit Download Correct Search archive archive

Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type	Actions
Eastern State Hospital	CORTECH LLC	Adjustments		\$1,332.73	Jul 26, 2019	MB	
Eastern State Hospital	CORTECH LLC	Adjustments		\$1,937.50	Jul 26, 2019	MB	
Eastern State Hospital	CORTECH LLC	Adjustments		\$2,175.54	Jul 26, 2019	MB	
Eastern State Hospital	CORTECH LLC	Adjustments		\$974.69	Jul 09, 2019	MB	
Eastern State Hospital	CORTECH LLC	Adjustments		\$1,637.66	Jul 09, 2019	MB	
Eastern State Hospital	CORTECH LLC	Adjustments		\$2,250.00	Jul 09, 2019	MB	
Eastern State Hospital	CORTECH LLC	Adjustments		\$459.71	Jul 01, 2019	MB	
Eastern State Hospital	CORTECH LLC	Adjustments		\$661.80	Jul 01, 2019	MB	
Eastern State Hospital	CORTECH LLC	Adjustments		\$975.00	Jul 01, 2019	MB	
Eastern State Hospital	CORTECH LLC	Adjustments		\$992.23	Jul 01, 2019	MB	
Eastern State Hospital	CORTECH LLC	Adjustments		\$562.50	Jul 01, 2019	MB	
Eastern State Hospital	CORTECH LLC	Adjustments		\$608.51	Jul 01, 2019	MB	
Marine Resources Commission	CORTECH LLC	Adjustments		\$2,292.84	Jul 01, 2019	MB	
Marine Resources Commission	CORTECH LLC	Adjustments		\$2,716.42	Jul 01, 2019	MB	
Marine Resources Commission	CORTECH LLC	Adjustments		\$2,352.61	Jul 02, 2019	MB	

2. Check the boxes next to the transactions that you want to adjust. They must all be the same vendor.

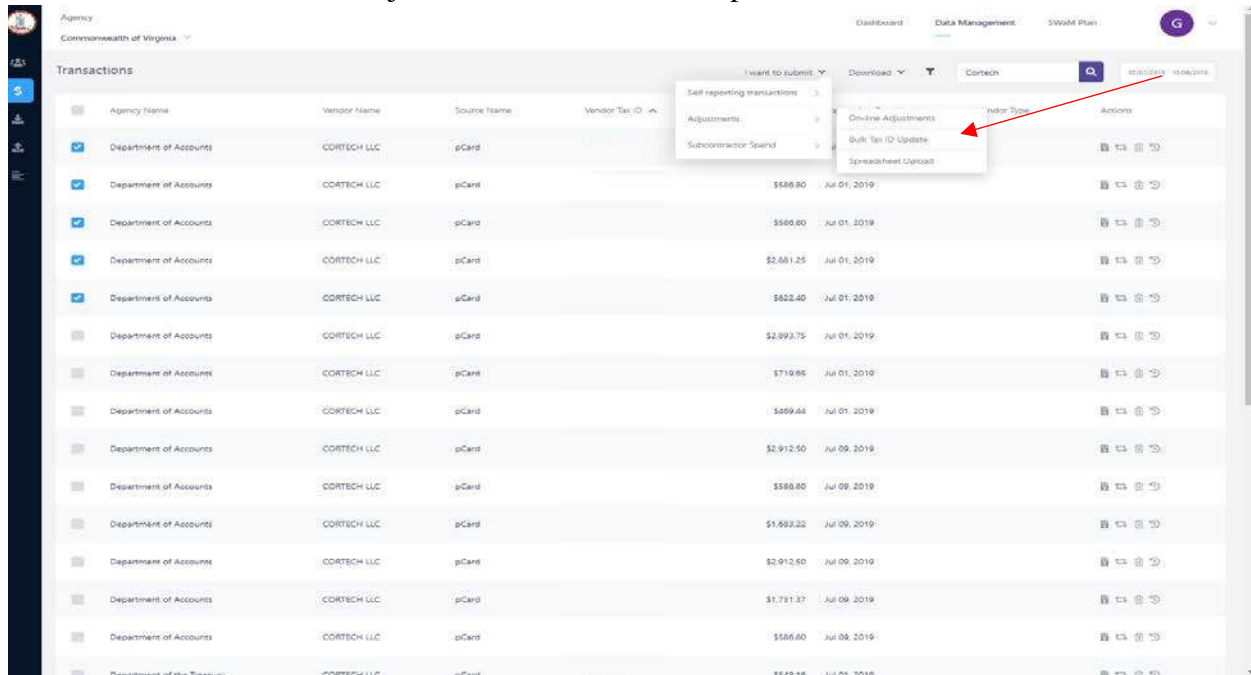
Agency: Commonwealth of Virginia

Dashboard Data Management SWAA Plan

Transactions: Want to submit Download Correct Search archive archive

Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type	Actions
<input checked="" type="checkbox"/> Department of Accounts	CORTECH LLC	pCard		\$2,700.00	Jul 01, 2019		
<input checked="" type="checkbox"/> Department of Accounts	CORTECH LLC	pCard		\$506.80	Jul 01, 2019		
<input checked="" type="checkbox"/> Department of Accounts	CORTECH LLC	pCard		\$586.80	Jul 01, 2019		
<input checked="" type="checkbox"/> Department of Accounts	CORTECH LLC	pCard		\$2,061.25	Jul 01, 2019		
<input checked="" type="checkbox"/> Department of Accounts	CORTECH LLC	pCard		\$622.40	Jul 01, 2019		
<input type="checkbox"/> Department of Accounts	CORTECH LLC	pCard		\$2,892.75	Jul 01, 2019		
<input type="checkbox"/> Department of Accounts	CORTECH LLC	pCard		\$719.65	Jul 01, 2019		
<input type="checkbox"/> Department of Accounts	CORTECH LLC	pCard		\$469.44	Jul 01, 2019		
<input type="checkbox"/> Department of Accounts	CORTECH LLC	pCard		\$2,912.50	Jul 08, 2019		
<input type="checkbox"/> Department of Accounts	CORTECH LLC	pCard		\$586.85	Jul 08, 2019		
<input type="checkbox"/> Department of Accounts	CORTECH LLC	pCard		\$1,663.22	Jul 09, 2019		
<input type="checkbox"/> Department of Accounts	CORTECH LLC	pCard		\$2,912.50	Jul 09, 2019		
<input type="checkbox"/> Department of Accounts	CORTECH LLC	pCard		\$1,731.37	Jul 09, 2019		
<input type="checkbox"/> Department of Accounts	CORTECH LLC	pCard		\$506.80	Jul 09, 2019		
<input type="checkbox"/> Department of the Treasury	CORTECH LLC	pCard		\$548.16	Jul 01, 2019		

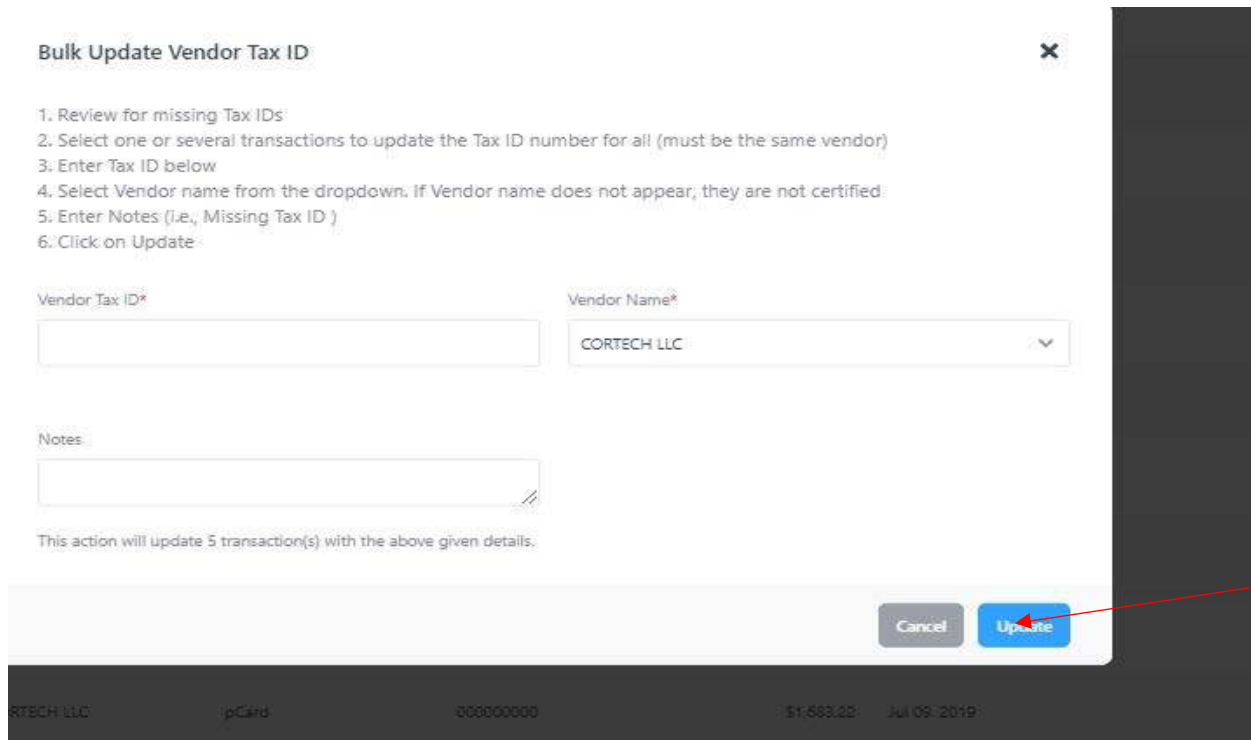
3. Click I want to submit / Adjustments / Bulk Tax ID Update.



The screenshot shows the 'Transactions' table in the SBSD system. A dropdown menu is open from the 'I want to submit' button, with 'Bulk Tax ID Update' selected. The table contains the following data:

Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Date	Notes	Actions
Department of Accounts	CORTECH LLC	pCard		\$588.80	Jul 01, 2019		[Icons]
Department of Accounts	CORTECH LLC	pCard		\$588.80	Jul 01, 2019		[Icons]
Department of Accounts	CORTECH LLC	pCard		\$2,681.25	Jul 01, 2019		[Icons]
Department of Accounts	CORTECH LLC	pCard		\$622.40	Jul 01, 2019		[Icons]
Department of Accounts	CORTECH LLC	pCard		\$2,993.75	Jul 01, 2019		[Icons]
Department of Accounts	CORTECH LLC	pCard		\$719.85	Jul 01, 2019		[Icons]
Department of Accounts	CORTECH LLC	pCard		\$299.64	Jul 01, 2019		[Icons]
Department of Accounts	CORTECH LLC	pCard		\$2,912.50	Jul 09, 2019		[Icons]
Department of Accounts	CORTECH LLC	pCard		\$588.80	Jul 09, 2019		[Icons]
Department of Accounts	CORTECH LLC	pCard		\$1,693.22	Jul 09, 2019		[Icons]
Department of Accounts	CORTECH LLC	pCard		\$2,912.50	Jul 09, 2019		[Icons]
Department of Accounts	CORTECH LLC	pCard		\$1,731.37	Jul 09, 2019		[Icons]
Department of Accounts	CORTECH LLC	pCard		\$588.80	Jul 09, 2019		[Icons]
Department of the Treasury	CORTECH LLC	pCard		\$548.16	Jul 01, 2019		[Icons]

4. The Bulk Update Vendor Tax ID Box will show up. Enter the Tax ID in the Vendor Tax ID Box and Choose Vendor Name from Vendor list. If Vendor is not certified. Nothing will show up. Enter reason for adjustment in notes box. Click Update button.



The screenshot shows the 'Bulk Update Vendor Tax ID' form. It includes the following fields and instructions:

- Instructions:**
 1. Review for missing Tax IDs
 2. Select one or several transactions to update the Tax ID number for all (must be the same vendor)
 3. Enter Tax ID below
 4. Select Vendor name from the dropdown. If Vendor name does not appear, they are not certified.
 5. Enter Notes (i.e., Missing Tax ID)
 6. Click on Update
- Vendor Tax ID***: [Empty text box]
- Vendor Name***: [Dropdown menu showing 'CORTECH LLC']
- Notes**: [Empty text box]
- Confirmation:** This action will update 5 transaction(s) with the above given details.
- Buttons:** [Cancel] and [Update] (highlighted with a red arrow)

5. Adjustments will show immediately and you will see SWaM credit received.

Agency: Commonwealth of Virginia














































Dashboard Data Management SWaM Plan

Transactions

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Search

07/01/2019 10/07/2019

Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type	Actions
Department of Motor Vehicles	ANDERSON & ANDERSON LANDSCAPING	Adjustments		\$200.00	Sep 17, 2019		  
Eastern State Hospital	ZIEGLER PLUMBING & SEWER, INC.	Adjustments		\$400.00	Sep 17, 2019	O	  
Eastern State Hospital	WILLIAMSBURG STORAGE	Adjustments		\$148.00	Sep 05, 2019		  
Eastern State Hospital	WILLIAMSBURG STORAGE	Adjustments		\$148.00	Aug 05, 2019		  
Eastern State Hospital	WILLIAMSBURG STORAGE	Adjustments		\$148.00	Jul 01, 2019		  
Eastern State Hospital	WILLIAMSBURG STORAGE	Adjustments		\$137.00	Jul 01, 2019		  
Eastern State Hospital	VIRGINIA VACUUM CENTER, INC.	Adjustments		\$3,109.47	Sep 12, 2019	O	  
Eastern State Hospital	VIRGINIA VACUUM CENTER, INC.	Adjustments		\$2,700.57	Aug 22, 2019	O	  
Eastern State Hospital	VIRGINIA VACUUM CENTER, INC.	Adjustments		\$282.00	Aug 07, 2019	O	  
Eastern State Hospital	VIRGINIA VACUUM CENTER, INC.	Adjustments		\$496.42	Jul 01, 2019	O	  
Eastern State Hospital	UPS 000000232221379	Adjustments		\$114.27	Sep 17, 2019		  
Eastern State Hospital	UPS 000000232221369	Adjustments		\$35.84	Sep 17, 2019		  
Eastern State Hospital	UPS 000000232221359	Adjustments		\$118.33	Sep 03, 2019		  
Eastern State Hospital	UPS 000000232221349	Adjustments		\$48.19	Sep 03, 2019		  
Eastern State Hospital	UPS 000000232221339	Adjustments		\$7.63	Aug 26, 2019		  

6. Repeat Steps 1-5 as necessary for additional vendors.

Spreadsheet Upload

1. This option can be used for multiple transactions with multiple vendors all at once. Click Download –Transactions Missing Tax ID if you are making adjustments to the tax ID number. If you are making adjustments to the amount and/or tax ID number Click Download-All Transactions

Agency: Commonwealth of Virginia

Dashboard Data Management SWaM Plan

Transactions

I want to submit: Download

Selected Transactions

All Transactions

Transactions Missing Tax ID

For Subcontractor Spend

Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type	Actions
Department of Environmental Quality	COMMONWEALTH MAILING SYSTEMS, INC.	Subcontractor				SB	
Mountain Empire Community College	RE REPLACEMENT PARTS	Adjustments		\$821.29	Sep 11, 2019	MB	
Mountain Empire Community College	RE REPLACEMENT PARTS	Adjustments		\$960.09	Aug 21, 2019	MB	
Mountain Empire Community College	DIXON INVESTMENTS, LLC	Adjustments		\$665.00	Sep 04, 2019	MB, DEE	
Department of Motor Vehicles	NETWORKING TECHNOLOGIES AND SUPPORT, INC.	Subcontractor		\$34,880.00	Sep 30, 2019	MB, DEE	
Department of Motor Vehicles	XEROX CORP	Subcontractor		-\$34,880.00	Sep 30, 2019		
Department of Motor Vehicles	CRB ELECTRICAL & MECHANICAL INC	Subcontractor		\$3,589.87	Sep 30, 2019	SB	
Department of Motor Vehicles	CBN SECURE TECHNOLOGIES INC	Subcontractor		-\$3,589.87	Sep 30, 2019		
Department of Motor Vehicles	BMS DIRECT	Subcontractor		\$40,372.47	Sep 30, 2019	SB	
Department of Motor Vehicles	CBN SECURE TECHNOLOGIES INC	Subcontractor		-\$40,372.47	Sep 30, 2019		
Virginia Employment Commission	OC TANNER RECOGNITION	Adjustments		\$147.00	Sep 03, 2019		
Virginia Employment Commission	WYTHEVILLE OFFICE SUPPLY, INC.	Adjustments		\$213.99	Sep 04, 2019	O	
Virginia Employment Commission	SNAP OFFICE SUPPLIES LLC DBA SNAP SUPPLIES	Adjustments		\$1,105.30	Sep 05, 2019	WB	
Virginia Employment Commission	UPS 0000003E224339	Adjustments		\$86.02	Sep 05, 2019		
Virginia Employment Commission	WYTHEVILLE OFFICE SUPPLY, INC.	Adjustments		\$77.99	Sep 06, 2019	O	

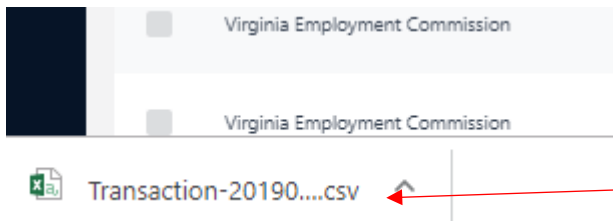
- You will receive a warning message letting you know that if you download transactions from the system to make bulk adjustments that you must change the status from Approved to Updated. Click Okay.

Attention

If you will be using the file to bulk upload adjustments, please change the status column from 'APPROVED' to 'UPDATED' against the adjusted transaction.

Okay

- The Excel file will show in the bottom-corner of your computer screen. Open it up.



4. The Spreadsheet should look like this.

Transaction ID	Source	Agency	Vendor Tax ID	Vendor Name	Transaction Type	Contract ID	Transaction Date	Vendor Type	Amount	Status	Notes
1701145	pCard	Department of Accounts		CORTECH LLC	Excel Upload		07-01-2019		2700	Approved	NA
1701146	pCard	Department of Accounts		CORTECH LLC	Excel Upload		07-01-2019		586.8	Approved	NA
1701147	pCard	Department of Accounts		CDW GOVT #SRV7409	Excel Upload		07-01-2019		60.79	Approved	NA
1701148	pCard	Department of Accounts		UPS 000000230225249	Excel Upload		07-01-2019		3.65	Approved	NA
1701150	pCard	Department of Accounts		CORTECH LLC	Excel Upload		07-01-2019		586.8	Approved	NA
1701151	pCard	Department of Accounts		CORTECH LLC	Excel Upload		07-01-2019		2881.25	Approved	NA
1701152	pCard	Department of Accounts		CDW GOVT #STT8282	Excel Upload		07-01-2019		390.44	Approved	NA
1701153	pCard	Department of Accounts		CORTECH LLC	Excel Upload		07-01-2019		622.4	Approved	NA
1701154	pCard	Department of Accounts		CORTECH LLC	Excel Upload		07-01-2019		2893.75	Approved	NA
1701155	pCard	Department of Accounts		CORTECH LLC	Excel Upload		07-01-2019		719.65	Approved	NA
1701156	pCard	Department of Accounts		CORTECH LLC	Excel Upload		07-01-2019		469.44	Approved	NA
1701166	pCard	Department of Accounts		CORTECH LLC	Excel Upload		07-09-2019		2912.5	Approved	NA
1701167	pCard	Department of Accounts		UPS 000000230225269	Excel Upload		07-09-2019		9.67	Approved	NA
1701168	pCard	Department of Accounts		CORTECH LLC	Excel Upload		07-09-2019		586.8	Approved	NA
1701169	pCard	Department of Accounts		CORTECH LLC	Excel Upload		07-09-2019		1683.22	Approved	NA
1701170	pCard	Department of Accounts		CORTECH LLC	Excel Upload		07-09-2019		2912.5	Approved	NA
1701171	pCard	Department of Accounts		CORTECH LLC	Excel Upload		07-09-2019		1731.37	Approved	NA
1701172	pCard	Department of Accounts		SP SPECIALISTID.COM	Excel Upload		07-09-2019		144.49	Approved	NA
1701174	pCard	Department of Accounts		CORTECH LLC	Excel Upload		07-09-2019		586.8	Approved	NA
1701175	pCard	Department of Accounts		COLLEGE RECRUITER	Excel Upload		07-11-2019		75	Approved	NA
1701176	pCard	Department of Accounts		E.REPUBLIC INC.	Excel Upload		07-11-2019		85	Approved	NA
1701177	pCard	Department of Accounts		E.REPUBLIC INC.	Excel Upload		07-11-2019		85	Approved	NA
1701178	pCard	Department of Accounts		E.REPUBLIC INC.	Excel Upload		07-11-2019		85	Approved	NA
1815456	pCard	Department of Accounts		CORTECH LLC	Excel Upload		07-19-2019		1102.38	Approved	NA
1815458	pCard	Department of Accounts		CORTECH LLC	Excel Upload		07-19-2019		1702.48	Approved	NA
1815459	pCard	Department of Accounts		CORTECH LLC	Excel Upload		07-19-2019		2787.5	Approved	NA
1815460	pCard	Department of Accounts		CORTECH LLC	Excel Upload		07-19-2019		1800	Approved	NA
1815461	pCard	Department of Accounts		CDW GOVT #ZR00096121	Excel Upload		07-22-2019		2445.7	Approved	NA
1815462	pCard	Department of Accounts		UPS 000000230225299	Excel Upload		07-23-2019		13.15	Approved	NA
1815463	pCard	Department of Accounts		GROOVIN GOURMETS	Excel Upload		07-25-2019		578.9	Approved	NA
1815464	pCard	Department of Accounts		GROOVIN GOURMETS	Excel Upload		07-25-2019		528.92	Approved	NA
1815465	pCard	Department of Accounts		ACT VCU	Excel Upload		07-25-2019		3750	Approved	NA
1815467	pCard	Department of Accounts		SNAP SUPPLIES	Excel Upload		07-29-2019		766.95	Approved	NA
1815468	pCard	Department of Accounts		SQ DOMINION BUSINE	Excel Upload		07-30-2019		388.6	Approved	NA
1815470	pCard	Department of Accounts		EDWARDS BUSINESS SYSTEMS	Excel Upload		07-30-2019		5505.54	Approved	NA

5. Enter the Tax ID numbers in the Tax ID Field. Tax ID's should be 9 digits long. Add leading 0's if the tax is less than 9 digits. Change Status to Updated for all rows that you are changing and put a reason for the adjustment in the notes column. Delete rows that you are not changing. Save as either Excel or CSV File.

6. Click I want to Submit-Adjustments-Spreadsheet Upload

Agency Department of Accounts

Dashboard Data Management SWaM Plan

Transactions

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Adjustments- On-line Adjustments
Subcontractor Spend Bulk Tax ID Update
Spreadsheet Upload

Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Date	Vendor Type	Actions
Department of Accounts	BRASS RING SOLUTION, LLC	Subcontractor		\$11,487.62		WB	[Edit] [Delete] [Refresh]
Department of Accounts	COMPUTER AID INC.	Subcontractor		-\$11,487.62	Aug 01, 2019		[Refresh]
Department of Accounts	ANTARA GLOBAL VISIONS INC.	Subcontractor		\$49,727.02	Aug 01, 2019	MB	[Edit] [Delete] [Refresh]
Department of Accounts	COMPUTER AID INC.	Subcontractor		-\$49,727.02	Aug 01, 2019		[Refresh]
Department of Accounts	FOCUSED HR SOLUTIONS, LLC	Subcontractor		\$20,889.05	Aug 01, 2019	O	[Edit] [Delete] [Refresh]
Department of Accounts	COMPUTER AID INC.	Subcontractor		-\$20,889.05	Aug 01, 2019		[Refresh]
Department of Accounts	MACON IT, INC.	Subcontractor		\$24,702.52	Aug 01, 2019	SB	[Edit] [Delete] [Refresh]
Department of Accounts	COMPUTER AID INC.	Subcontractor		-\$24,702.52	Aug 01, 2019		[Refresh]
Department of Accounts	INTERNATIONAL CONSULTING SERVICES LLC	Subcontractor		\$6,138.47	Aug 01, 2019	O	[Edit] [Delete] [Refresh]
Department of Accounts	COMPUTER AID INC.	Subcontractor		-\$6,138.47	Aug 01, 2019		[Refresh]
Department of Accounts	SHI INTERNATIONAL CORP.	pCard		\$385.22	Sep 16, 2019	MB	[Edit] [Delete] [Refresh]
Department of Accounts	SHI INTERNATIONAL CORP.	pCard		\$577.83	Sep 16, 2019	MB	[Edit] [Delete] [Refresh]
Department of Accounts	UPS 00000230225379	pCard		\$13.12	Sep 17, 2019		[Edit] [Delete] [Refresh]
Department of Accounts	B. W. WILSON PAPER COMPANY, INC.	pCard		\$323.79	Sep 11, 2019	SB	[Edit] [Delete] [Refresh]
Department of Accounts	TSRC, INC.	pCard		\$439.05	Sep 10, 2019	WB	[Edit] [Delete] [Refresh]

7. Click the Choose File Button.

Upload Adjustments

- The file must contain transactions downloaded from this application.
- Corrections to Cardinal and pCard transactions result in Adjustments.
- Adjustments are not allowed against Self Reporting transactions.
- Transactions cannot be deleted.
- Do not make any changes to the column name or format on the document.

Step 1:
Download transactions to be adjusted by selecting required transactions from the table and clicking on "Download" menu.

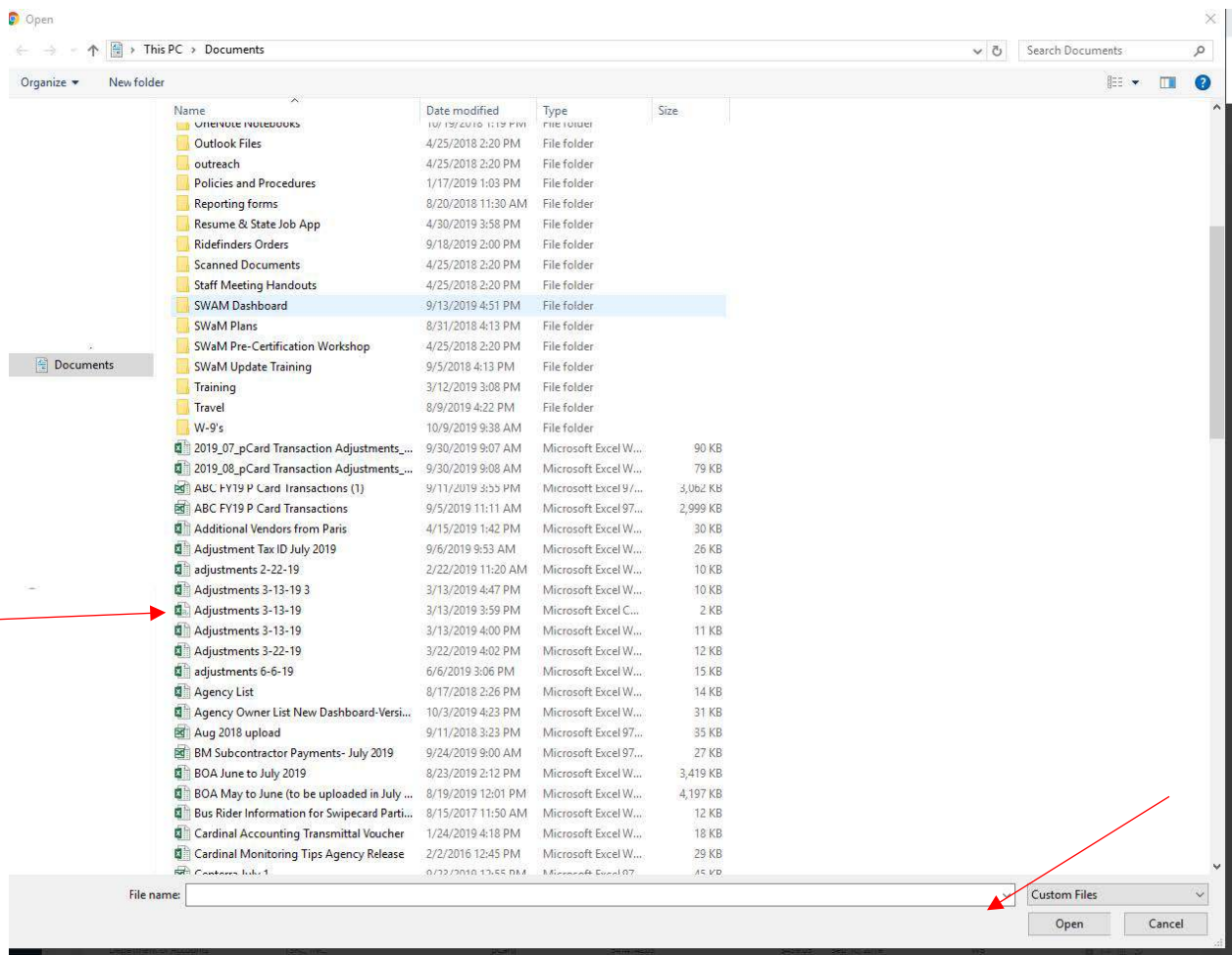
Step 2:
On the downloaded document -
1. Make the necessary changes on **Amount** and **Tax ID** columns.
2. Against adjusted transactions, set the **Status** column to "Updated".
3. Save the document, and upload here.

Step 3:
1. Save the document as .csv or .xls format, and upload here.

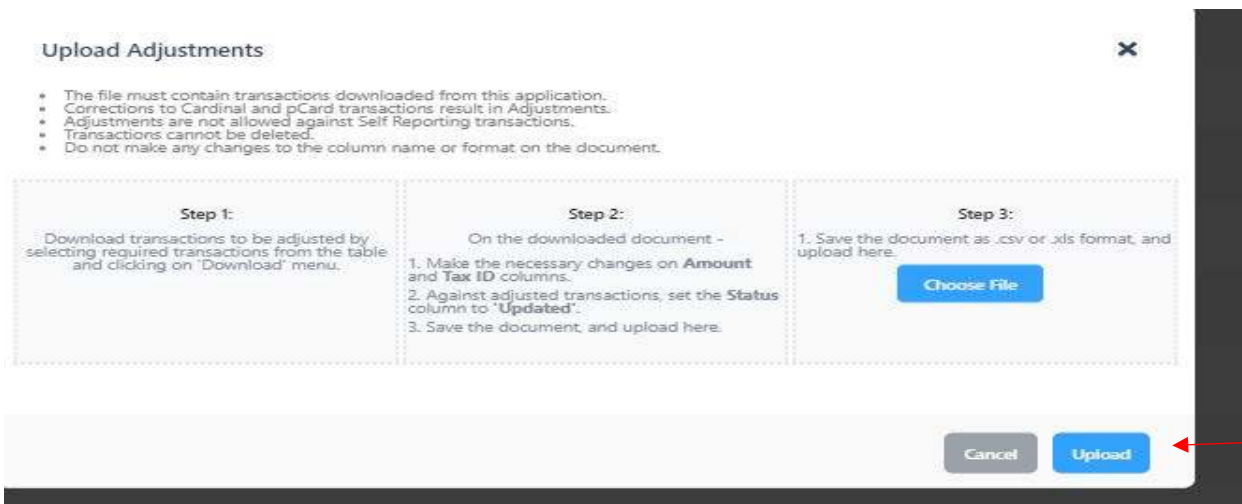
Choose File

Cancel Upload

8. Browse for the File on your computer and click on the file. Then click Open.



9. Click Upload.



10. You should see either a green success or red failure message towards the upper-right corner of the screen. If the upload was successful, you will see the adjustments on the screen.

Agency: Commonwealth of Virginia

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Transactions

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Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type	Actions
Department of Environmental Quality	COMMONWEALTH MAILING SYSTEMS, INC.	Subcontractor		\$4,911.96	Aug 01, 2019	SB	
Mountain Empire Community College	RE REPLACEMENT PARTS	Adjustments		\$821.29	Sep 11, 2019	MB	
Mountain Empire Community College	RE REPLACEMENT PARTS	Adjustments		\$960.09	Aug 21, 2019	MB	
Mountain Empire Community College	DIXON INVESTMENTS, LLC	Adjustments		\$665.00	Sep 04, 2019	MB,DBE	
Department of Motor Vehicles	NETWORKING TECHNOLOGIES AND SUPPORT, INC.	Subcontractor		\$34,880.00	Sep 30, 2019	MB,DBE	
Department of Motor Vehicles	XEROX CORP	Subcontractor		-\$34,880.00	Sep 30, 2019		
Department of Motor Vehicles	CRS ELECTRICAL & MECHANICAL INC.	Subcontractor		\$3,589.87	Sep 30, 2019	SB	
Department of Motor Vehicles	CBN SECURE TECHNOLOGIES INC.	Subcontractor		-\$3,589.87	Sep 30, 2019		
Department of Motor Vehicles	BMS DIRECT	Subcontractor		\$40,372.47	Sep 30, 2019	SB	
Department of Motor Vehicles	CBN SECURE TECHNOLOGIES INC.	Subcontractor		-\$40,372.47	Sep 30, 2019		
Virginia Employment Commission	OC TANNER RECOGNITION	Adjustments		\$147.00	Sep 03, 2019		
Virginia Employment Commission	WYTHEVILLE OFFICE SUPPLY, INC.	Adjustments		\$213.99	Sep 04, 2019	O	
Virginia Employment Commission	SNAP OFFICE SUPPLIES LLC DBA SNAP SUPPLIES	Adjustments		\$1,105.30	Sep 05, 2019	WB	
Virginia Employment Commission	UPS 00000023E224339	Adjustments		\$86.02	Sep 05, 2019		
Virginia Employment Commission	WYTHEVILLE OFFICE SUPPLY, INC.	Adjustments		\$77.99	Sep 06, 2019	O	

11. You can also check the upload manager to see if the upload was successful. The upload manager is the up arrow icon on the left-hand side of the screen. Click on the upload manager icon.

Agency: Commonwealth of Virginia

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Transactions

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Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type	Actions
Department of Environmental Quality	COMMONWEALTH MAILING SYSTEMS, INC.	Subcontractor		\$4,911.96	Aug 01, 2019	SB	
Mountain Empire Community College	RE REPLACEMENT PARTS	Adjustments		\$821.29	Sep 11, 2019	MB	
Mountain Empire Community College	RE REPLACEMENT PARTS	Adjustments		\$960.09	Aug 21, 2019	MB	
Mountain Empire Community College	DIXON INVESTMENTS, LLC	Adjustments		\$665.00	Sep 04, 2019	MB,DBE	
Department of Motor Vehicles	NETWORKING TECHNOLOGIES AND SUPPORT, INC.	Subcontractor		\$34,880.00	Sep 30, 2019	MB,DBE	
Department of Motor Vehicles	XEROX CORP	Subcontractor		-\$34,880.00	Sep 30, 2019		
Department of Motor Vehicles	CRS ELECTRICAL & MECHANICAL INC.	Subcontractor		\$3,589.87	Sep 30, 2019	SB	











12. If the Upload was successful, the status will say success. If the upload was not successful, the status will say failed. If the status says failed, you can click on the eyeball icon to see why the upload failed.

Agency: Commonwealth of Virginia

Dashboard | Data Management | SWaM Plan


Upload Manager

Search


File Name	Content Type	Uploaded By	Status	Uploaded On	Errors
October 2017 v3.xls	Adjustment	Melvin	failed	Oct 09, 2019	
October 2017 v3.xls	Adjustment	Melvin	failed	Oct 09, 2019	
October 2017 v3.xls	Adjustment	Melvin	failed	Oct 09, 2019	
October 2017 v3.xls	Adjustment	Melvin	failed	Oct 09, 2019	
October 2017 v3.xls	Adjustment	Melvin	failed	Oct 09, 2019	
October 2017 v3.xls	Adjustment	Melvin	failed	Oct 09, 2019	
October 2017 v3.xls	Adjustment	Melvin	failed	Oct 09, 2019	
October 2017 v3.xls	Adjustment	Melvin	failed	Oct 09, 2019	
October 2017 v3.xls	Adjustment	Melvin	failed	Oct 09, 2019	
October 2017 v3.xls	Adjustment	Melvin	failed	Oct 09, 2019	

13. You will see an error report explaining why the file did not upload. After looking at the report, click the close button or x in the upper right-hand corner to close the error report.

Error Details



Line No	Error
74	Invalid amount. Please enter valid amount rounded off to two decimal place.



14. Re-open Excel Spreadsheet. Fix errors and re-upload the file.
15. Check to see if upload was successful.